



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

Michigan Hall of Justice • PO Box 30205 • Lansing, MI 48909  
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October 12, 2006

## **SEMINAR ANNOUNCEMENT**

### **Trial Court Supervisors Leadership Seminar**

November 28 - 29, 2006  
Hall of Justice Conference Center  
Lansing, Michigan

#### **INTRODUCTION**

The Michigan Judicial Institute (MJI) is pleased to announce a 1 1/2 day seminar specifically for trial court supervisors. The seminar is designed to help the supervisors of trial court employees develop their leadership skills and understand the impact of their roles on the courts.

#### **DESCRIPTION**

In an economic environment where most courts have experienced reduced funding and are doing more with less, it is important to develop leaders from existing trial court personnel. This seminar has been designed to develop the fundamental leadership skills necessary to successfully manage trial court personnel. The recommended audience for this seminar is trial court supervisors who are not currently acting in the role of court administrator.

The seminar will include sessions on the following topics:

- **Plenary Session** – Leadership Defined and Characteristics of High-Performing Courts  
Drawing from the National Association of Court Managers (NACM) leadership models, this session defines leadership specific to the role of court managers. This session provides a foundation for supervisors who aspire to a higher leadership role. During the second part of this session, trial court supervisors will review the significance of their roles as leaders in creating a high-performing court.
- **Breakout Session I** – Leading Effective Teams  
This interactive workshop will teach participants the stages of team formation and how to effectively move through each stage. The workshop emphasizes the synergy that results from working on a productive, conforming team. The workshop is limited to 25 participants.

➤ **Breakout Session II – Coaching for Performance**

Participants of this session will review the role of the supervisor as a coach. The session will introduce techniques for providing ongoing feedback to employees that recognizes accomplishments and encourages improved performance in a particular area. The session is limited to 25 participants.

➤ **Breakout Session III – Developing Your Leadership Style**

In this session, participants will discover both the practical and philosophical aspects of leadership. Upon completion of the seminar, participants will be able to identify the key leadership qualities that will benefit them on professional and personal levels. This session is limited to 25 participants.

➤ **Breakout Session IV – Elevating Your Professional Image**

In this interactive workshop, participants will learn techniques to elevate their professional image in the workplace, and how perception plays a role in opportunities for new projects and promotion. The workshop is limited to 45 participants.

➤ **Breakout Session V – Online Leadership Resources**

This interactive workshop will give participants an opportunity to explore the practical leadership resources available on the Internet. In this hands-on training workshop, participants will navigate the Internet to utilize practical leadership resources that will contribute to their professional growth. This workshop is limited to 30 participants due to use of computers.

## **FACULTY**

**Plenary Session – Leadership Defined and Characteristics of High Performing Courts;** Mr. Nial Raaen, Director of Trial Court Services, State Court Administrative Office.

Mr. Raaen has worked on various court improvement and judicial reform projects in the United States, Central Asia, the Balkans, Africa, and the Middle East. Mr. Raaen is a graduate of Vanderbilt University and received Masters' degrees in Public Administration and Social Work from the University of Michigan. He is a Graduate Fellow of the National Center for State Courts – Court Executive Development Program.

**Breakout Session I – Leading Effective Teams;** Ms. Margo Runkle, Deputy Director, Judicial Information Systems.

As Deputy Director, Ms. Runkle assists with personnel administration activities, including supervising the employment selection process, salary administration, staff performance and resolving employee relations issues. Prior to working for JIS, Ms. Runkle was the Vice President of human resources for a publicly traded insurance company. She has over six years of experience in Human Resources. Ms. Runkle achieved both her Bachelor of Arts and Juris Doctor from the University of Michigan.

**Breakout Session II** – Coaching for Performance; Ms. Lisa Kutas, Distance Learning Manager, Michigan Judicial Institute.

As Distance Learning Manager, Ms. Kutas is responsible for webcast seminars distributed over the Internet, web-based training programs and local court training workshops for court support personnel. Prior to working for MJJ, Ms. Kutas was an Assistant Vice President and national corporate trainer for KeyBank. She spent 11 years facilitating over 40 different training programs on leadership, team building, coaching, customer service, and stress management. Ms. Kutas has a Bachelor of Science degree in Public Affairs and a Master of Science degree in Adult Education, both from Indiana University.

**Breakout Session III** – Developing Your Leadership Style; Mr. Michael Dillon, Court Administrator, 12<sup>th</sup> District Court, Jackson.

Mr. Dillon has served as the Court Administrator for the 12<sup>th</sup> District Court in Jackson since 1992. Prior to that, he was a Probation Officer and Probation Administrator for the court, and was appointed a Magistrate in 1995. Mr. Dillon has served as faculty for MJJ since 1999. He has presented at Friend of the Court New Employee Orientation, the Annual Judicial Conference, New Court Administrator Orientation, Customer Service Training, and the Emerging Leaders Videoconference. Mr. Dillon has a Bachelor's degree from Spring Arbor College and a Master's degree in Psychology from Central Michigan University.

**Breakout Session IV** – Elevating Your Professional Image; Ms. Lisa Kutas.

**Breakout Session V** – Online Leadership Resources; Mr. Michael Dillon.

**ELIGIBLE PARTICIPANTS**

This seminar is designed for the immediate supervisors of trial court support personnel. Participants may register to attend one or all of the offered sessions. Registration is limited to 75 participants. Applicants will be selected on a first-come, first-served basis, with first priority given to applicants who register for the entire day-and-a-half seminar.

**SEMINAR SCHEDULE**

**Tuesday, November 28**

8:45 – 9:00 a.m.

9:00 – 9:15 a.m.

9:15 – 11:00 a.m.

11:00 a.m. – Noon

Noon - 1:00 p.m.

12:50 - 1:00 p.m.

1:00 - 3:30 p.m.

3:30 p.m.

Morning Session Registration

**Opening Remarks**

**Plenary Session** – Leadership Defined and Characteristics of High-Performing Courts

QuicKnowledge.com Overview &

Introduction of SCAO Personnel Resources

Group Luncheon

Afternoon Session Registration

**Breakout Session I** – Leading Effective Teams

**Breakout Session II** – Coaching for Performance

**Breakout Session III** – Developing Your Leadership Style

Adjourn

**Wednesday, November 29**

8:45 – 9:00 a.m.

9:00 – 11:15 a.m.

11:15 a.m. – Noon

Noon

Morning Session Registration

**Breakout Session IV** – Elevating Your Professional Image

**Breakout Session V** – Online Leadership Resources

Wrap-Up Discussion

Conclude

**SEMINAR REGISTRATION**

Registration for attendance is required. Please complete and fax or e-mail the seminar registration to MJJ as indicated on the registration form. The seminar is limited to 75 participants on a first-come, first-served basis, with priority given to those who register to attend both days.

**CONFIRMATION**

Applicants will receive a confirmation letter detailing specific registration information. If you do not receive a confirmation letter by November 21, please contact MJJ as indicated below.

**LODGING AND MEALS**

MJJ will provide double-occupancy accommodations at the Lansing Sheraton Hotel for all seminar participants whose courts are located more than **65** miles from the seminar site, the night prior to the seminar, Monday, November 27 (for those attending sessions on November 28), and on Tuesday, November 28 (for those attending the session on November 29). If you request a single-occupancy room, you will be responsible for one-half of the double-occupancy room rate.

Participants will receive complimentary parking (in the Hall of Justice and Historical Museum visitor parking lots), coffee, tea, and ice water throughout the seminar. A complimentary group luncheon will be provided on Tuesday, November 28. All other incidentals including dinner, mileage, entertainment, phone calls, etc., are the responsibility of the individual or his/her funding unit.

Facility space constraints do not permit MJJ to make arrangements to accommodate spouses, families or friends of a seminar participant for meals or the seminar itself.

MJJ programs are offered at facilities that accommodate persons with disabilities. If you require a special accommodation during the program, please indicate your needs on the attached registration form.

**QUESTIONS**

If you have questions concerning the application process, please contact Angela McGoff at [McGoffA@courts.mi.gov](mailto:McGoffA@courts.mi.gov) or (517)373-7229. If you have questions about the content of the program, please contact Lisa Kutas at [KutasL@courts.mi.gov](mailto:KutasL@courts.mi.gov) or (517)373-7481.

**Registration Deadline**  
**Friday, November 10, 2006**

**Registration Form**  
Michigan Judicial Institute

**Trial Court Supervisors Leadership Seminar**  
November 28 - 29, 2006

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Court Name/Number: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Tuesday, November 28, 2006**

9:00 – 11:00 a.m.

☐ Plenary Session – Leadership Defined & Characteristics of High Performing Courts

1:00 – 3:30 p.m. (choose one session)

☐ Breakout Session I – Leading Effective Teams

☐ Breakout Session II – Coaching for Performance

☐ Breakout Session III – Developing Your Leadership Style

\*You must attend the morning plenary session AND an afternoon session to be eligible for the complimentary lunch.

**Wednesday, November 29, 2006**

9:00 – 11:15 a.m. (choose one session)

☐ Breakout Session IV – Elevating Your Professional Image

☐ Breakout Session V – Online Leadership Resources

MJI programs are offered at facilities that accommodate persons with disabilities. If you require a special accommodation during the program, please indicate your needs below:

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Signature of Applicant \_\_\_\_\_

\_\_\_\_\_ Date

Immediate Supervisor Signature \_\_\_\_\_

\_\_\_\_\_ Date

Return completed and **SIGNED** Registration Form by Friday, **November 10, 2006**, to:  
Angela McGoff  
Fax: (517) 373-7615